

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: City Attorney

AGENDA DATE: 11/23/04

CONTACT PERSON/PHONE: City Attorney, Lisa Elizondo, (915) 541-4550

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE resolution for reclassification of Secretary III to Legal Secretary.

BACKGROUND / DISCUSSION:

The new subject job class is recommended to reflect the functions involved in the preparation and filing of legal instruments and pleadings that require the application of considerable knowledge of court systems and proceedings, and of legal terminology in order to be performed competently under the general supervision of attorneys and management served.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one? If so, when?

No

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

Salaries will reflect a 5% increase which was budgeted for the FY/05.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

Approved on 11/11/04 by the Civil Service Commission

*******REQUIRED AUTHORIZATION*******

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER:

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Legal Secretary** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **1831**. The Grade is **GS 21**.

PASSED AND APPROVED this 11th day of November, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Maria Guadalupe Martinez
Assistant City Attorney


APPROVED AS TO CONTENT:



Terry A. Bond
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: November 11, 2004

By: 

Secretary



Human Resources Department

MEMORANDUM

To: Civil Service Commission
Thru: Terry Bond, Human Resources Director *TB*
From: Ana I. Sanchez, Personnel Analyst II *ais*
Date: November 12, 2004
Subject: Reclassification of Positions and Incumbents

Human Resources recommends Commission approval of the reclassification action listed below. Please see new job class memorandum and proposed job specification.

| OFFICIAL | <u>TITLE</u> | <u>CODE</u> | <u>GRADE</u> |
|-----------------|------------------------|-------------|--------------|
| | Secretary III | 1823 | GS 19 |
| PROPOSED | Legal Secretary | 1831 | GS 21 |

The proposed job specification for the subject job class has been presented on the consent agenda for this meeting of the Commission. Human Resources recommends that the affected incumbents be retained in the reclassified positions without examination. The employees listed below are available and perform the essential functions described in the proposed job specification. No Secretary III's in other departments are being recommended for reclassification to this job class.

The following nine (9) Secretary III's from the City Attorney's Office and El Paso Water Utilities recommended for reclassification fully meet the minimum qualifications of the new job class:

"Equivalent to a High School Diploma or General Education Development (GED), plus four (4) years of legal secretary experience."

City Attorney's Office

A. Beatriz Alvarez

- Associate Degree of Applied Science in Office Administration from El Paso Community College and a Paralegal Certificate from the University of Texas at El Paso.
- Six years (6) and eleven (11) months as a Secretary III for the City Attorney's Office, and over four (4) years of combined experience as a Secretary I and II with the City.

B. Debbie Brown

- Sixty-one (61) college hours towards a Bachelor of Business Administration from the University of Oregon.
- Nine (9) years and ten (10) months as a Secretary III for the City Attorney's Office, and one (1) year ten (10) months as a Secretary I with the City.

C. Veronica Garcia

- Some college hours from El Paso Community College, a Paralegal Certificate from the University of Texas at El Paso, and some vocational courses.
- Over eleven (11) years as a Secretary III for the City Attorney's Office, and over ten (10) years of combined experience as a Secretary I and II with the City.

D. Dorothy Lozada

- High School Diploma and Microcomputer Operator Specialist Diploma from International Business College.
- Over seven (7) years as a Secretary III with the City Attorney's Office, and over seven (7) years of additional secretarial experience including one (1) year and ten (10) months with the City.

E. Kathryn Murphy

- High School Diploma.
- Over nine (9) years as a Secretary III for the City Attorney's Office, and two years (2) years and eight (8) months as a Secretary II with the City.

F. Lourdes Reyes

- Seventy-seven (77) college hours from the University of Texas at El Paso and El Paso Community College.
- Over twenty and half (20 ½) years of secretarial experience with the City Attorney's Office including over thirteen and a half (13 ½) years as a Secretary III.

G. Nancy Sandberg

- High School Diploma.
- Over six and a half (6 ½) years of secretarial experience with the City Attorney's Office, including five and a half (5 ½) years as a Secretary III, and over nineteen (19) years of secretarial experience outside the City.

H. Cynthia Weide

- Associate of Applied Science in Secretarial Science and Associate in Applied Science in Information Processing from El Paso Community College.
- Over five (5) years as a Secretary III for the City Attorney's Office, and over five and a half (5½) years as a Secretary I with the City.

El Paso Water Utilities (EPWU)

I. Nancy E. Gutierrez

- Fifty-nine (59) combined college hours from Odessa College and North Texas State University.
- Fourteen (14) years as a Secretary III, including 10½ years with EPWU Legal Department and 3½ years with the City Attorney's Office.

Clerical and Office Branch
Typist and Secretarial Group
Secretarial Series

LEGAL SECRETARY

11/04 (AIS)

General Purpose

Under general supervision, perform various responsible legal secretarial and administrative support duties.

Typical Duties

Perform a variety of legal secretarial duties. Involves: Compose and type memoranda, correspondence, contracts, subpoenas, motions, reports and related legal materials from rough copy, sound/transcription recordings or other sources for review, approval, use or signature by attorneys. Take and transcribe dictation and minutes. Prepare a variety of general, legal and technical documents of a highly confidential or critical nature, including legal instruments and court pleadings. Research information and gather materials from diverse sources, including those for litigation, agenda items, articles, speeches and reports, as requested. Prepare ordinances and resolutions for City Council. Compile, verify and prepare reports, and file documents and pleadings with courts. Establish and maintain filing systems. Maintain confidentiality of sensitive documents and records. Notarize documents as required. Screen callers and visitors and respond in a courteous manner. Schedule and maintain appointments for supervisors. Make travel arrangements and prepare itineraries. Operate standard and specialized equipment as necessary.

Perform responsible department administrative duties to assist in ensuring requests for action or information are met. Involves: Log incoming and outgoing correspondence, and sort and distribute mail. Respond and follow up on public inquiries, litigation matters or complaints, or refer them to the appropriate person. Contact staff, officials, other City employees and outside organizations to obtain and provide information. Provide information concerning department policies, practices, procedures and activities. Calculate and provide costs for assembly and duplication of requested documents. Arrange time and place for board, committee, staff meetings or conferences. Notify members of upcoming meetings. Prepare, post and distribute agenda and related materials. Take and transcribe minutes of board, committee and staff meetings. Maintain attendance logs.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: Substitute for coworkers, as qualified, to maintain continuity of ordinary operation, if delegated. Provide designated support for projects or activities of others, as instructed. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Comply with safety regulations and maintain materials and supplies.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of modern secretarial practices and principles.
- Considerable knowledge of basic legal office procedures and public contact techniques.
- Considerable knowledge of legal terminology, English grammar, and spelling and punctuation.
- Considerable knowledge of city, state and federal court systems.
- Ability to exercise discretion and judgment on minor administrative decisions, and analyze and determine office administration needs.
- Ability to plan, prioritize and organize workload without close supervision to comply with established time constraints.
- Ability to interpret and follow oral and written instructions.
- Ability to plan, organize, and coordinate work of assigned attorneys to include scheduling of hearings, depositions and interviews.
- Ability to compile and organize information and prepare legal documents and reports.
- Ability to perform mathematical calculations.
- Ability to express oneself clearly and concisely, orally and in writing, to compose and edit correspondence, and to courteously and tactfully screen, obtain and provide information.
- Ability to establish and maintain effective working relationships with fellow employees, city officials, outside agencies and the public, including irate people.
- Skill in typing 65 words per minute, and safe operation and care of personal computer, or network work station, including word processing, spreadsheet and related software programs, common office equipment including,

but not limited to multi-line telephones, fax machines, copiers, calculators, dictation and transcription devices and filing systems.

Other Job Characteristics

- Occasional stooping, kneeling, and bending.
- Frequent sitting for long periods of time.
- Occasional driving through City Traffic.

Minimum Qualifications

Education and Experience: Equivalent to a High School Diploma or General Education Development (GED), plus four (4) years of legal secretary experience.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

Human Resources Director

Department Head

Department Head